

Home Buyers' Plan (HBP) Request to Withdraw Funds from an RRSP

Use this form to make a withdrawal from your registered retirement savings plan (RRSP) under the Home Buyers' Plan (HBP). Fill out Part A of Area 1 to determine if you are eligible to make a withdrawal from your RRSP under the HBP. Although some conditions may apply to another person in certain situations, you (the participant) are responsible for making sure that all the conditions are met. For more information about the HBP, including changes to the rules for first-time home buyers, go to canada.ca/home-buyers-plan. **Generally, you must receive all your HBP withdrawals in the same calendar year. The maximum you can withdraw is \$35,000.** Fill out Area 1 and give the form to your financial institution who **must** fill out Area 2. Keep a copy of the completed form for your records.

Area 1 – To be filled out by the participant

Part A – Fill out the following questionnaire to determine if you can make a withdrawal from your RRSP under the HBP

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| <p>1. Are you a resident of Canada?</p> <p><input type="checkbox"/> Yes – Go to question 2. <input type="checkbox"/> No – You cannot make an HBP withdrawal.</p> <p>2. Has the person buying or building a qualifying home * entered into a written agreement * to do so?</p> <p><input type="checkbox"/> Yes – Go to question 3a). <input type="checkbox"/> No – You cannot make an HBP withdrawal.</p> <p>3a). Have you ever, before this year, withdrawn funds from your RRSP under the HBP to buy or build a qualifying home?</p> <p><input type="checkbox"/> Yes – Go to question 3b). <input type="checkbox"/> No – Go to question 4.</p> <p>3b). Are you making this request in January as part of the participation you began last year?</p> <p><input type="checkbox"/> Yes – Go to question 4. <input type="checkbox"/> No – Go to question 3c).</p> <p>3c). Was your repayable balance from your previous HBP participation zero on January 1 of this year?</p> <p><input type="checkbox"/> Yes – Go to question 4. <input type="checkbox"/> No – You cannot make an HBP withdrawal.</p> <p>4. Do you intend to occupy the qualifying home that you are buying or building as your principal place of residence no later than one year after buying or building it? If you are acquiring the home for a related person * with a disability or helping a related person with a disability acquire the home, you must intend that the related person with a disability occupy the home as his or her principal place of residence no later than one year after buying or building it.</p> <p><input type="checkbox"/> Yes – Go to question 5. <input type="checkbox"/> No – You cannot make a HBP withdrawal.</p> <p>5. Has the person who is buying or building the qualifying home or his or her spouse or common-law partner owned the qualifying home more than 30 days before receiving this withdrawal?</p> <p>Yes – If you are making this withdrawal after 2019 to acquire the interest or right of your separated spouse or common-law partner in the home, go to question 8a) to confirm your eligibility. If not, you cannot make an HBP withdrawal.</p> <p><input type="checkbox"/> <input type="checkbox"/> No – Go to question 6a).</p> | <p>6a). Are you a person with a disability?</p> <p><input type="checkbox"/> Yes – You are eligible (fill out Part B). <input type="checkbox"/> No – Go to question 6b).</p> <p>6b). Are you withdrawing funds from your RRSP to buy or build a qualifying home for a related person with a disability or to help such a person buy or build a qualifying home?</p> <p><input type="checkbox"/> Yes – You are eligible (fill out Part B). <input type="checkbox"/> No – Go to question 7.</p> <p>7. At any time during the period beginning January 1 of the fourth year before the year of the withdrawal and ending 31 days before the date of the withdrawal, did you or your spouse or common-law partner own a home that you occupied as an individual with a marital status of single, or with that other individual while you were spouses or common-law partners?</p> <p>Yes – You are not considered a first-time home buyer, and you cannot make a HBP withdrawal. However, if you are making this withdrawal after 2019 and experienced a breakdown of marriage or common-law partnership, go to question 8a) to confirm your eligibility.</p> <p><input type="checkbox"/> <input type="checkbox"/> No – You are eligible (fill out Part B).</p> <p>8a) Are you making this withdrawal after December 31, 2019?</p> <p><input type="checkbox"/> Yes – Go to question 8b). <input type="checkbox"/> No – You cannot make an HBP withdrawal.</p> <p>8b) Have you been living separate and apart from your spouse or common-law partner because of a breakdown of your marriage or common-law partnership for a period of at least 90 days at the time of the withdrawal, and began living separate and apart in the year of the withdrawal or in the four preceding calendar years?</p> <p><input type="checkbox"/> Yes – Go to question 8c). <input type="checkbox"/> No – You cannot make an HBP withdrawal.</p> |
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Notes

1. **Qualifying home** – a qualifying home is a housing unit located in Canada. This includes existing homes and those being constructed. Single-family homes, semi-detached homes, townhouses, mobile homes, condominium units, and apartments in duplexes, triplexes, fourplexes, or apartment buildings all qualify. A share in a co-operative housing corporation that entitles you to possess, and gives you an equity interest in a housing unit located in Canada, also qualifies. However, a share that only provides you with a right to tenancy in the housing unit does not qualify. For condominium units, you are considered to own the unit the day you are entitled to immediate vacant possession of it.
2. **Written agreement** – a written agreement must include the date the agreement was signed, the address of the qualifying home and the closing date.
3. **Related person** – a person connected to you by a blood relationship, marriage, common-law partnership, or adoption (legal or in fact). For more information, see **Income Tax Folio, S1-F5-C1, Related Person and Dealing at Arm's Length**.
4. **First-time home buyer** – you are considered a first-time home buyer if, in the period that begins on January 1 of the fourth year before the year you withdraw funds from your RRSP, and ends 31 days before the date you withdraw the funds, you did not occupy a home that you owned, or one that your current spouse or common-law partner owned. For example, if you are withdrawing the funds on July 31, 2019, the period is from January 1, 2015 to June 30, 2019.

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Part A (continued)

8c). Do you have a new spouse or common-law partner, and does your new spouse or common-law partner own and occupy a home that is your principal place of residence?

Yes – You cannot make an HBP withdrawal. No – Go to question 8d).

8d). Do you own and occupy a home as your principal place of residence?

Yes – Go to question 8e). No – You are eligible (fill out Part B).

8e). Is the qualifying home that you intend to buy different from your principal place of residence?

Yes – You are eligible (fill out Part B). No – Go to question 8f).

8f). Will you acquire the interest or right of your separated spouse or common-law partner in the home no earlier than 30 days before the withdrawal?

Yes – You are eligible (fill out Part B). No – You cannot make an HBP withdrawal.

Part B – Fill out this part to make a withdrawal from your RRSP under the HBP (continued)

First name and initial(s)		Last name		Social insurance number	
Address of qualifying home being bought or built (include number, street, rural route, or lot and concession number)				If you are a person with a disability, tick this box. <input type="checkbox"/>	
City		Province or Territory	Postal code	Telephone number	
If you answered yes to question 4b) above, provide the following information about that person:					
Person's name		Relationship to you		Social insurance number	

Part C – Certification

Amount of requested withdrawal \$ _____ I certify that the information given on this form is correct and complete.	Date withdrawal required	Year	Month	Day	
	Date	Year	Month	Day	
Participant's signature _____		Account number of the RRSP from which the withdrawal is made			

Area 2 – To be filled out by the RRSP issuer (Do not send us this form. Keep it for your records.)

Issuer's name		Telephone number		Amount of the withdrawal (maximum \$35,000) \$ _____	
Issuer's address			Date withdrawal paid		Year
					Month
					Day

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities such as administering tax, benefits, audit, compliance, and collection. Personal information may be shared for purposes of other federal Acts that provide for the imposition and collection of a tax or duty. Personal information may also be shared with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information, request correction, or file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 005 at canada.ca/cra-info-source.